To Register for a Course:

- Enter in your Campus Web Username and Password; then
- Click on the 'Academics' tab and select 'Course Search' located on the toolbar on the left; then
- Choose the Term you would like to register for; then
- Choose the Department of the course you are registering for and hit 'Search'
- All of the courses for that Department will now be displayed. Locate the course section you would like to register for
- Click in the box to the left of the course code
- Click 'Add Courses' at the bottom of the page
- You will be taken back to the Course Search page – review the '**Message'** to be sure you have been successfully added to that course. If there was a problem with your registration such as a pre-requisite error or time conflict it will be noted here and you should contact the Advising Center for assistance. You can also view your schedule at the bottom of this page. (See below for printing instructions)*
    - *Please note, if a course requires you to register for both a lecture and lab you may receive the following message: '**A co-requisite for this course has not been met**'. You need to be sure to register for both the lecture and lab; click on 'Add Co-requisite Course(s) ' and add the correct course either lab or lecture to complete the registration. This message does not mean you have not met the pre-requisite, these are two different situations.
- Continue with this procedure until you have registered for all your courses

****To Print a Student Schedule:**

- When logged into Campus Web and on the 'Academics' tab, click on 'My Schedule'; then
- Under '**Official Student Schedule'**, click 'Student Schedule'; then
- Choose the Year and Term for the schedule you need to print and click 'Generate Report
- Click 'Student Schedule' (PDF) to view and print the Official Student Schedule

To Drop a Course:

- Enter in your Campus Web Username and Password; then
- Click on the 'Academics' tab and select 'Course Search' located on the toolbar on the left; then
- Choose the term in which you would like to drop a course(s) – if you need to change from the default semester, use the drop-down and click on the appropriate semester
- Scroll down to the bottom of the page to 'Your Schedule (Registered)'
- Click in the box next to the course(s) you are dropping; then
- Click 'Drop Selected Courses'
- Review the **'Message'** to be sure the course(s) were dropped successfully

** Please note the ability to drop a course online is only available until the 'Last Day to Drop a Course with No Academic Record'. Please refer to the Academic Calendar for the semester you need to drop a course for this date. Once this date has passed, you need to contact the Registration Office in order to withdraw from a course.

View Final and Midterm Grades:

- Enter in your Campus Web Username and Password; then
- Click on the 'Academics' tab and select 'MY Grades' located on the toolbar on the left
- Choose the term in which you would like to view either your final or midterm grades
- To view final grades click 'View Final Grade Report', to view midterm grades click 'View Midterm Grade Report